



SPECIAL NEEDS SCHOLARSHIP PROGRAM INFORMATIONAL BULLETIN

Bulletin 02-04

April 2021

Summer School

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.

The bulletin is based on Wis. Stats. 115.7915 and PI 49. Private schools participating in the SNSP have the option to offer summer school academic classes that are related or similar to instruction offered during the regular academic school year. Private schools participating in the SNSP may be eligible to receive state aid payments for providing allowable summer school instruction to SNSP eligible students. In order to receive SNSP state aid for summer school instruction an eligible school must meet all SNSP requirements.

Table of Contents

Allowable SNSP Summer School Instruction	2
Student Eligibility for SNSP Summer School Payment	2
SNSP Summer School Payment	3
SNSP Summer School Payment Process	3
SNSP Summer School Attendance Records	3
SNSP Summer School Important Dates	4
1) Intent to Offer Summer School – due by the first weekday in March.....	4
2) Summer School Course List Report – due by the first weekday in May	4
3) Summer School Count Report – due by September 15	4
4) September Enrollment Audit – due by December 15.....	4
Frequently Asked Questions.....	5
1) If a summer school class for academic purposes is funded or supported using stimulus funds, can that academic summer school class be included as a Choice or SNSP summer school class that is part of a summer program for which the school receives state aid?	5
2) Can a school offer a virtual summer school program?	5

Wisconsin Department of Public Instruction
Carolyn Stanford Taylor, State
Superintendent
125 S. Webster Street, P.O. Box 7841
Madison, WI 53707-7841

Parental Education Options
Special Needs Scholarship Program
1-888-245-2732 ext. 4
snsp@dpi.wi.gov

<https://dpi.wi.gov/parental-education-options/special-needs-scholarship>

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.

- 3) How does a school determine if a student can be identified as in attendance for a day of summer school? 6
- 4) If the school would like to change whether it provides SNSP summer school (either add SNSP summer school or no longer provide SNSP summer school), how should the school proceed?7
- 5) What are the age requirements for summer school?7
- 6) Can a school include lunchtime, recess, breaks, passing time, or teacher preparation time as part of the 270 minutes of instruction for summer school?7
- 7) Can a student be identified as in attendance for a summer school class if the student has an excused absence?7
- 8) How should the school determine the summer school grade level for a student?7

Allowable SNSP Summer School Instruction

Under Wisconsin Administrative Code PI 49.16, the State Superintendent of Public Instruction is required to annually review the summer classes or laboratory periods for schools seeking SNSP summer school state aid to ensure the classes are for academic purposes. Allowable SNSP summer school instruction is defined under Wisconsin Administrative Code as summer school learning experiences that are related to or similar to instruction the school offers during the regular school term or for which credit toward graduation is given.

Under Wisconsin Administrative Code, SNSP summer school instruction *may* include:

- (a) music programs, lessons, sections, or clinics;
- (b) swimming instruction programs, if taught or directed by a teacher at the site of the instruction; or
- (c) field trips if accompanied by a teacher and if all students have equal access to the field trips regardless of a student's ability to pay.

SNSP summer school classes may not include classes that are funded by the federal Elementary and Secondary Education Act or the Individuals with Disabilities Education Act (collectively, the "Federal Title" programs). The school is required to submit the Summer School Course List Report by *the first weekday in May* prior to the summer school program. The DPI will review this report and request additional information as needed.

Student Eligibility for SNSP Summer School Payment

A student must have been counted as an SNSP student on the 3rd Friday in September or the 2nd Friday in January in the school year immediately preceding the summer school instruction to be eligible for a SNSP summer school payment.

SNSP Summer School Payment

A participating private school may receive a per student payment for eligible SNSP students that attend summer school if the following are satisfied:

1. the private school offers no fewer than 19 days of instruction during the summer; and
2. each summer day of instruction offered by the private school is comprised of no fewer than 270 minutes of instruction.

If the above criteria are met, the private school is eligible to receive a per student payment for each eligible student that attends the private school for summer instruction as follows:

1. ***student attends 15 or more days:*** 5% of the maximum per student state aid amount from the prior year for that pupil.
2. ***student attends less than 15 days:*** prorated payment calculated as follows: the number of days the student attended summer school divided by 15 multiplied by 5% of the maximum per student state aid amount from the prior year for that pupil (i.e. days attended / 15 * 5% of the prior year amount for that pupil).

If the pupil was a partial scholarship pupil in the preceding school year, the state aid payment used will be based on the partial scholarship payment amount from the prior year.

The school is required to submit the Summer School Count Report by ***September 15*** following the summer school program. The DPI will review this report and request additional information as needed. **A school may not receive both a Choice and SNSP summer school payment for the same student in the same school year.**

SNSP Summer School Payment Process

After the DPI staff review the Summer School Count Report that is ***due by September 15*** following the summer school program, the summer school payment due to each SNSP school will be issued as a separate payment and paid at the same time as the regular SNSP payment the school receives in November. For example, if a school is eligible to receive a regular SNSP payment of \$25,000 in November and their eligible summer school payment is \$5,000, the school will receive one payment in the amount of \$25,000 (as payment for their eligible SNSP students included on the 3rd Friday in September Pupil Count Report) and a second payment in the amount of \$5,000 (as their summer school payment).

SNSP Summer School Attendance Records

Schools are required to maintain summer school attendance records for Choice students. These records should be by class, identify the instructor, and list the attendance for each student by day.

Schools must have an attendance policy that allows the school to determine who was in attendance each day. These records may be, but do not need to be, maintained in the school's Student Information System (SIS) if the school has a SIS.

SNSP Summer School Important Dates**1) Intent to Offer Summer School – due by the first weekday in March**

The school will indicate their intent to offer a SNSP summer school program on the school's Intent to Participate (ITP) form which is due by the first weekday in March.

If the school indicated on the ITP that the school would offer a SNSP summer school program and then decided not to offer the program, the SNSP administrator should email snsn@dpi.wi.gov to inform the DPI the school will not offer SNSP summer school as soon as possible but no later than the first weekday in May.

If the school did not indicate on the ITP that the school would offer a SNSP summer school program and then decides to offer the program, the SNSP administrator must email snsn@dpi.wi.gov indicating the school intends to offer a SNSP summer school program as soon as possible but no later than the first weekday in May. The DPI will then provide the school with the link to complete the required Summer School Course List Report.

2) Summer School Course List Report – due by the first weekday in May

Schools must submit a Summer School Course List Report by the first weekday in May.

3) Summer School Count Report – due by September 15

Schools must submit the Summer School Count Report by September 15. DPI will send this report to schools that (a) indicated they would offer a SNSP summer school program on the school's ITP and (b) completed the Summer School Course List Report.

Schedule 2 of the Summer School Count Report will be prefilled with any student counted as a SNSP pupil at the school as of the 3rd Friday in September or the 2nd Friday in January in the school year immediately preceding summer school. If a student was counted as a SNSP student on the 3rd Friday in September or 2nd Friday in January at a different SNSP school in the school year immediately preceding summer school, the school will be able to add the pupil on Schedule 3 of the Summer School Count Report. A pupil who is first accepted as a SNSP student after the 2nd Friday in January in the school year immediately preceding summer school cannot be added to the Summer School Count Report.

4) September Enrollment Audit – due by December 15

The school's independent auditor will review the Summer School Count Report and determine the eligibility of the SNSP students for a summer school payment in conjunction

with the September Enrollment Audit due by December 15. As part of the September Enrollment Audit the school will need to provide the following to the auditor:

- a. A copy of scheduled summer school instruction dates, classes, and teaching staff.
- b. A copy of all summer school attendance records and information on how attendance was determined for summer school.
- c. Copies of typical examples of summer school class schedules and other documents used by the school to gather data necessary to complete the Summer School Count Report.
- d. Summer school payroll records.

Frequently Asked Questions

1) If a summer school class for academic purposes is funded or supported using stimulus funds, can that academic summer school class be included as a Choice or SNSP summer school class that is part of a summer program for which the school receives state aid?

Yes, stimulus funds, including Elementary and Secondary Schools Emergency Relief Fund (ESSER) and Emergency Assistance for Non-Public Schools (EANS), may be used to support Choice or SNSP summer school courses that are offered for academic purposes as part of the Choice or SNSP summer school program.

2) Can a school offer a virtual summer school program?

Schools may offer in person, blended or fully online summer school classes. For any online summer school class, the school should do the following:

- Develop a schedule that specifies the actual or estimated number of minutes required for each activity that makes up the class. Activities within the schedule may be real-time, asynchronous, or a combination of the two. For asynchronous activities, in which a student is working independently under their teacher's direction using an online program, learning management system, or printed materials, the teacher should use their knowledge and expertise to select appropriate activities based on the estimated time that is to be counted towards the daily minutes requirement.
- Determine whether its existing policies on summer school attendance, enrollment, and withdrawal can be applied for online instruction, and, if not, identify any needed modifications to establish when a student is in attendance on a particular day.
- If a school is providing virtual summer school, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day. Examples of how a school may determine a pupil is in attendance for a day of virtual instruction include a pupil logging into online instruction provided by a teacher or a pupil submitting

one of the day's activities to the teacher. The policy of how the school determined a pupil is in attendance for a day must be provided to the auditor as part of the September Enrollment Audit.

If all the requirements are met, the total number of minutes for the day could then be determined using the school's scheduled number of minutes.

Example daily schedule for one class:

Office Hours for Students and Families	10 minutes (estimated)	9:00 a.m. – 9:10 a.m.
Individual Check Ins with Students	10 minutes (estimated)	9:10 a.m. – 9:20 a.m.
Teacher Facilitated Lesson	15 minutes (actual)	9:20 a.m. – 9:35 a.m.
Student Activity 1	15 minutes (estimated)	9:35 a.m. – 9:50 a.m. (or as student's schedule permits)
Student Activity 2	15 minutes (estimated)	9:50 a.m. – 10:05 a.m. (or as student's schedule permits)
Student Activity 3	15 minutes (estimated)	10:05 a.m. – 10:20 a.m. (or as student's schedule permits)
Feedback on Student Work	10 minutes (estimated)	10:20 a.m. – 10:30 a.m.
Daily Total	90 minute class	Most students complete coursework for this course between 9:00 a.m. and 10:30 a.m.

3) How does a school determine if a student can be identified as in attendance for a day of summer school?

The school can include a pupil as in attendance for a day of summer school if the pupil attends at least one class for that day that is **not** funded through Federal Title programs. If a school is providing virtual summer school, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day. Examples of how a school may determine a pupil is in attendance for a day of virtual instruction include a pupil logging into online instruction provided by a teacher or a pupil submitting one of the day's activities to the teacher. The policy of how the school determined a pupil is in attendance for a day must be provided to the auditor as part of the September Enrollment Audit.

- 4) If the school would like to change whether it provides SNSP summer school (either add SNSP summer school or no longer provide SNSP summer school), how should the school proceed?**

See the [Intent to Offer Choice Summer School section](#) above for information on how to proceed.

- 5) What are the age requirements for summer school?**

Students must be age eligible for four-year old and five-year old kindergarten (K4 and K5) and first grade. By September 1 of the school year following summer school, K4 students must be four (4) years old, K5 must be five (5) years old, and 1st graders must be six (6) years old.

- 6) Can a school include lunchtime, recess, breaks, passing time, or teacher preparation time as part of the 270 minutes of instruction for summer school?**

No.

- 7) Can a student be identified as in attendance for a summer school class if the student has an excused absence?**

No.

- 8) How should the school determine the summer school grade level for a student?**

The school is responsible for determining the grade level for the student for summer school.